

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEA105788744D**

**Opening Date:** August 26, 2005

**Closing Date:** September 06, 2005

**Position:** Materials Expediter, WG-6910-5  
**Salary:** \$14.77 - \$17.22 Hourly  
**Place of Work:** Tobyhanna Army Depot, Dir/Avonics/IEW Systems, Various Divisions, Tobyhanna, PA 18466  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** 01

Link to job announcement at <http://acpol.army.mil/employment> for more information.

**Duties:** In this job you will perform a variety of tasks intended to ensure that all Test Measuring and Diagnostics Equipment (TMDE) is calibrated with minimum turn round time and disruption to shop personnel and workload. This includes the physical receipt, routing, delivery and maintenance of records to track and expedite this equipment. You will identify, locate and place each item due for calibration in the calibration area. Prepare paperwork and maintain an in-process file to ensure compliance with schedule. Receive material orders from shop personnel; process orders into the material ordering system. Initiate Quality Deficiency Report (QDR) actions on any material that is unacceptable. Maintains instrument pool CBU/CNR instruments ("CBU"-Calibrate before Use or "CNR"-Calibration Not Required). Maintain instrument pool loan card file. Turns in excess or non-repairable equipment; orders new/replacement equipment and make sure new items are properly documented/controlled and calibrated.

**About the Position:** Tobyhanna Army Depot is the largest, full-service electronics maintenance facility in the Department of Defense with a total installation work force of more than 4,400. The depot's mission includes design, manufacture, repair and overhaul of hundreds of electronic systems for all branches of the Armed Forces. They include satellite terminals, radio and radar systems, secure communications, electro-optics, night vision and anti-intrusion devices, airborne surveillance equipment, navigational instruments, electronic warfare, and guidance and control systems for tactical missiles. For over 50 years, Tobyhanna personnel have built a tradition of unparalleled customer satisfaction through the delivery of timely, cost-effective, and high-quality products and services. Located in Northeastern Pennsylvania, near Stroudsburg, Scranton and Wilkes-Barre, the depot is readily accessible to major East Coast cities, interstate highways, railways, international airports, colleges and universities.

**Who May Apply:** (Click on Who May Apply)

This is a Delegated Examining announcement, open to all U.S. Citizens.  
Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:** Click on link below to view qualification standard.

**Trades and Labor**

**SCREEN OUT ELEMENT:** Your resume must indicate your overall, knowledge, experience, training and education (as stated in the major duties paragraph of this announcement) to independently perform the work of a Materials Expediter. Resumes will be reviewed for experience/training which provided skills and knowledge of work practices including keep things neat, clean and in order; knowledge of technical practices (theoretical, precise, artistic); ability to interpret instructions, specifications, etc (other than blueprints); knowledge of materials; dexterity and safety. **PHYSICAL EFFORT:** Lifts items weighing up to 40 lbs from benches/bins to carts and vice versa. Lifts heavier items w/assistance. Uses dollies or hand trucks as required. Regularly handles weights up to 18 kilograms (40 pounds) unassisted, with carries up to 8 meters (25 feet). Occasionally handles weights up to 27 kilograms (60 pounds). Material handling devices and assistance of other workers are available for handling especially heavy items. Heavy exertion is frequent. Constant kneeling, crouching, stooping, and walking are required. **WORKING CONDITIONS:** Regularly exposed to possible injury associated with handling equipment. May be subject to cuts, bruises when moving or relocating equipment. Regularly exposed to possible injury associated with handling equipment. Work is usually performed indoors in a well-lighted and ventilated production shop area. **VETERANS PREFERENCE:** For preference to be granted your resume/supplemental information must clearly show your entitlement to preference. This is done by listing campaign badges, medals earned, dates of military service for which preference is authorized, etc.. Veterans claiming 10-point preference must indicate date of VA

letter certifying compensation for a service-connected disability or disability retirement pay, or other appropriate information that substantiates the claim of veterans preference. If selected, you must submit documentation that verifies Veterans Preference that was claimed on your application .

Experience and training that furnish the knowledges, skills, and abilities needed to perform the duties of this position consistent with accepted practices of the trade. Ability to use and maintain appropriate tools and equipment. Ability to read, understand, and apply instruction and other materials related to the job.

Ability to do the work of the position under normal supervision.

**Other Information:**(Click on Other Information)

The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)

Permanent Change of Station (PCS) expenses are not authorized.

Temporary Duty (TDY) travel is 25 percent.

**Other Advantages:** This job provides an excellent opportunity to make a positive contribution to the U.S. Army vision.

**Other Requirements:**(Click on Other Requirements)

Must be able to obtain and maintain a Secret security clearance.

A medical examination is required.

You will be required to provide proof of U.S. Citizenship.

You may claim Military Spouse Preference.

Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

One year trial/probationary period may be required.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

Direct Deposit of Pay is Required.

**How to Apply:** (Click on How to Apply)

Resumes must be received by the closing date of this announcement.

Self-nomination must be submitted by the closing date.

Resume must be on file in our centralized database.

Announcements close at 12:00am (midnight) Eastern Time.

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Resume Processing Center, Aberdeen Proving Ground, MD, 410-306-0137, [applicanthelp@cpsrxt.p.b.v.o.i.r.a.r.m.y.m.i.l](mailto:applicanthelp@cpsrxt.p.b.v.o.i.r.a.r.m.y.m.i.l)

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